



North Carolina Department of Health and Human Services  
Division of Budget and Analysis

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James B. Slate, Jr.  
Division Director

March 27, 2013

**MEMORANDUM #2013-04**

**TO:** Division Directors  
Office Directors  
Division Budget Officers

**FROM:** Jim Slate *Jim Slate*

**SUBJECT:** DHHS Grants Template

As you are aware, the North Carolina Department of Health and Human Services (DHHS) is committed to improving the efficiency and quality of services delivered to its customers and to be accountable for results. To support these efforts, it is imperative that we immediately focus on ensuring that we are obtaining and investing resources strategically.

A Department Grant Template has been developed (attached) which is to be used effective immediately and is required to be done prior to any submission for a new grant, grant project renewal and other grant renewal. A "Letter of Intent" to the grantor if required, should accompany the completed Grants Template before the grant application process is finalized. These documents should be submitted to me and [Marjorie.Donaldson@dhhs.nc.gov](mailto:Marjorie.Donaldson@dhhs.nc.gov).

The template is comprised of two basic components: the first component addresses what the grantor is asking for, what and how the funds can be used and other required parameters. The second component requires you to specify how you plan to use the funds as related to one or more of your defined DHHS services in Open Window. It also requires you to specify how the intended use or activity(ies) supports the purpose, results and key indicators/measures of the service; and how that impacts the service's performance related to its respective Departmental performance goal. Please consult with your Division Open Window Performance Coordinator if needed for questions regarding your Division-specific information in Open Window if needed.

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It is important for you to ensure that your internal processes and coordination (e.g. between program/service staff, budget office and management) are adequate and timely to allow for submission to us for review and notification of approval/denial from the Department. These steps precede your ability to submit a BD606A and Grant Application to Floyd Jones, DHHS Grants Coordinator.

If you have pending grant applications that have been submitted to the Department for approval, please quickly complete the Grants Template and submit. As always, if you have any questions, please feel free to give us a call.

Thanks.

Attachment

Cc: Matt Mckillip  
Tom Adams  
Joe Hauck  
Floyd Jones  
Division Open Window Performance Coordinators  
Budget and Analysis Analysts